

**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street, Sacramento, CA 95814  
(916) 322-2230 or ATSS 492-2230



September 10, 1985

ALL-COUNTY LETTER NO. 85-93

To: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REFUGEE REPORT - QUARTERLY GRANT REDUCTION/TERMINATION REPORT  
(FORM RS 16)

REFERENCE:

This letter is being issued to provide the County Welfare Departments (CWDs) with instructions for completing a new statistical report, the Refugee Resettlement Program Quarterly Grant Reduction/Termination Report (Form RS 16). The form must be used by CWDs to report information on the Targeted Assistance Program (TAP) and the Refugee Resettlement Program (RRP). This report is required in order to comply with Federal and State reporting requirements and to evaluate the Refugee Demonstration Project (RDP) and the TAP.

The data gathered by the report will be used to determine: 1) the number of refugees that a) reduce their dependency on cash assistance programs; b) attain self-sufficiency; c) are sanctioned for refusing to cooperate/participate; and, 2) the dollar amount of the grant savings as a result of these actions.

Each affected county is required to submit a separate Form RS 16 each quarter for the TAP and RRP when reporting the number of participants who had their cash assistance grants either: 1) reduced or terminated as a result of training or employment; or, 2) were sanctioned for refusing to cooperate/participate in program activities or accept a job offer.

In each county an effective communication linkage must be established between the CWD and the Central Intake Unit (CIU) and between the CIU and the county Targeted Assistance (TA) Coordinators to ensure adequate and timely notification of a refugee welfare recipient's job placement. Also, procedures must be implemented by the CWD to ensure that both the RRP and TAP participants are tracked and reported separately.

GEN 654 (9/79)



The RS 16 is separated into three sections: grant reductions, grant terminations and sanctions. Each section is subdivided by the type of aid that the participant is receiving (i.e., AFDC-FG or U, RDP-FG or U, RCA, GA/GR). The subdivisions are also separated into Current Quarter activity, Adjustments to cases reported in prior quarters and Cumulative totals. Do not use the cumulative column until further notice.

To ensure the accuracy of the data, counties are required to report the initial grant related action and any subsequent change in the grant amount directly related to employment or refugee program activities. DSS will project the dollar amounts of grant reductions and grant terminations over the remaining quarters of the project year. Any subsequent changes to the grant amount (reductions, increases or restoration of a terminated grant) must be reported as an adjustment. DSS will then adjust the original projection to reflect the subsequent grant change.

More detailed instructions for completing the form are found on the reverse side of the form. The attached samples will further clarify reporting on the form.

The RS 16 quarterly report is to be submitted to the Department of Social Services, Statistical Services Branch on or before the 30th day of the month following the close of the report quarter. The report for the July-September, 1985 quarter is due by October 30, 1985. The report shall be completed in duplicate and sent to:

Department of Social Services  
Statistical Services Branch  
744 P Street, M.S. 12-81  
Sacramento, CA 95814

Programmatic questions should be directed to your program consultant in the Office of Refugee Services at (916) 324-1576 or ATSS 484-1576. Questions concerning the information to be submitted or corrected should be directed to the Statistical Services Branch at (916) 322-2230 or ATSS 492-2230.

*Robert T. Sertich*

ROBERT T. SERTICH  
Deputy Director  
Administration

cc: CWDA

Attachments



# **REFUGEE RESETTLEMENT PROGRAM QUARTERLY GRANT REDUCTION/ TERMINATION REPORT**

Send original and one copy to:

Department of Social Services  
Statistical Services Branch  
744 P Street, M.S. 12-81  
Sacramento, CA 95814

COUNTY				CONTRACT NUMBER			FOR QUARTER ENDING (MONTH, DAY, YEAR)		
<b>I. CASES</b>				<b>II. PERSONS</b>			<b>III. DOLLARS</b>		
	Current Qtr.	Adjustments	Cumulative	Current Qtr.	Adjustments	Cumulative	Current Qtr.	Adjustments	Cumulative

## **PART A. GRANT REDUCTIONS**

AID TO FAMILIES WITH DEPENDENT CHILDREN									
Family Groups									
Unemployed									
REFUGEE DEMONSTRATION PROJECT									
Family Groups									
Unemployed									
REFUGEE CASH ASSISTANCE									
GENERAL ASSISTANCE/ GENERAL RELIEF									

## **PART B. GRANT TERMINATIONS**

AID TO FAMILIES WITH DEPENDENT CHILDREN									
Family Groups									
Unemployed									
REFUGEE DEMONSTRATION PROJECT									
Family Groups									
Unemployed									
REFUGEE CASH ASSISTANCE									
GENERAL ASSISTANCE/ GENERAL RELIEF									

## **PART C. SANCTIONS**

AID TO FAMILIES WITH DEPENDENT CHILDREN									
Family Groups									
Unemployed									
REFUGEE DEMONSTRATION PROJECT									
Family Groups									
Unemployed									
REFUGEE CASH ASSISTANCE									
GENERAL ASSISTANCE/ GENERAL RELIEF									

COMMENTS

REPORT PREPARED BY

TELEPHONE NUMBER

DATE



The entries in Items A, B and C are also to be separated by the categorical Aid programs of:

AFDC -- Aid to Families with Dependent Children which includes Family Groups and Unemployed.

RDP -- Refugee Demonstration Project which includes Family Groups and Unemployed.

RCA -- Refugee Cash Assistance.

GA/GR -- General Assistance/General Relief.

#### A. GRANT REDUCTIONS

1. Current Quarter -- enter the number of cases and the number of persons that received a grant reduction as a result of employment and the dollar amount of the reductions.
2. ADJ -- enter the **net** adjustment to the number of cases, the number of persons and the dollar amounts that were reported in prior quarters. The adjustment column should **only** be used to reflect the loss of a job, an increase or decrease in income, or the end of a sanction period. All other actions should be reported as current quarter activity. (See matrix below.)
3. Cumulative -- enter the total number of cases, the number of persons and the dollar amounts for the current quarter's activity plus the cumulative total of cases and persons and dollars from last quarter's report.

Client Action	Initial Grant Decrease	ADJUSTMENT COLUMN	
		Subsequent Grant Increases or Decreases	
		Grant Decrease Minus (-) ADJ.	Grant Increase Plus (+) ADJ.
Enters employment .....	xxxxx		
Increased earnings .....		xxxxx	
Decreased earnings .....			xxxxx
Loss of job .....			xxxxx
Sanction .....	xxxxx		
Sanction period ends .....			xxxxx

#### B. GRANT TERMINATIONS

Use the instruction listed in A 1, 2 and 3 above to calculate the number of cases, and persons and dollars for Grant Terminations by substituting the word "reductions" with the word "terminations."

#### C. SANCTIONS

1. Current Quarter -- enter the number of cases and the number of persons that were sanctioned during the report quarter for refusing to cooperate/participate in program activities or accept employment.
2. ADJ -- enter the net adjustment to the number of cases, the number of persons and dollars that were reported in prior quarters. The adjustment column should **only** be used to reflect the end of the sanction period. The initial sanction should be reported as current quarter activity. (See matrix above.)
3. Cumulative -- enter the total number of cases, persons and dollars for the current quarter's activity plus the cumulative total from last quarter's report.

The method used to calculate the savings will require the County to report the initial sanction action and each subsequent change in the grant amount as a result of the sanction during the contract period.

**NOTE:** In this section, only the number of persons sanctioned in the case are to be reported. **Do not** report the total number of persons in the FBU.



**REFUGEE RESETTLEMENT PROGRAM**  
**QUARTERLY GRANT REDUCTION/TERMINATION REPORT**  
**FORM RS 16**

**CONTENT**

This form (RS 16) reports information on participants who have had their cash assistance grant; 1.) reduced or terminated as a result of employment or 2.) sanctioned for refusing to cooperate/participate in program activities or accept employment.

**PURPOSE**

The purpose of this report is to determine 1) the number of refugees that: a) attain self-sufficiency; b) reduce their dependency on cash assistance programs; c) are sanctioned for refusing to cooperate/participate in the program, and 2) the total dollar amount of grant savings realized as a result of these actions.

**DISTRIBUTION**

Data from these reports will be compiled into a summary for use by Department managers, the Legislature, Federal Government and other interested agencies and individuals.

**DUE DATE**

Reports are to be received on or before the thirtieth day of the month following the end of the report quarter (i.e. October - December quarter report due January 30th; January - March quarter report due April 30th). The report shall be completed in duplicate and sent to:

The Department of Social Services  
Statistical Services Branch  
744 P Street, MS 12-81  
Sacramento, CA 95814

**GENERAL INSTRUCTIONS**

The method used to calculate the savings will require the county to report the initial grant-related action and each subsequent change in the grant amount directly related to program activities or employment during the contract period.

**INSTRUCTIONS**

**PART A. GRANT REDUCTIONS** - A reduction in a participant's cash grant as a result of employment.

**PART B. GRANT TERMINATIONS** - The termination of a participant's cash grant as a result of employment.

**PART C. SANCTIONS** - The sanctioning of a participant's cash grant for refusal to cooperate/participate in program activities or refusing to accept an offer of employment.

Entries are to be separated by the categories of:

- I. The total number of **Cases**.
- II. The total number of **Persons** in the reported cases.
- III. The total **Dollar** amount of the grant savings related to the reported cases.

Subcategories of Items I, II and III are:

**Current Quarter** -- reflects those activities that occurred during the report quarter.

**Adjustments (ADJ)** -- reflects the net adjustment to cases that were reported in the prior quarter.

**Cumulative** -- the sum of the "current quarter activity total" plus the "cumulative total" from last quarter's report.  
(Current quarter + ADJ = Current quarter activity.)

**FORM RS 16**

Fill in the information requested at the top and bottom of the report form and show the figures required for each item. If there is nothing to report on an item, enter '0'; however, if there is nothing to report on any of the items in Part A, Part B or Part C, draw a line across the entire Part - zero entries need not be made in this instance.



## EXAMPLES FOR THE RS 16

These examples track four clients through the first three quarters of the reporting period and cover each of the most common actions that will occur. We have also attached sample copies of the RS 16 reports which show how the data should be reported.

## 1. Assume:

Client A - An AFDC-FG assistance unit (au) consisting of the client and three dependents. Grant \$1057.

Client B - An RDP-FG au consisting of the client and two dependents. Grant \$930.

Client C - An RCA au consisting of the client and his unemployed spouse. Grant \$779.

Client D - An AFDC-U au consisting of the client, her unemployed spouse and one child. Grant \$675.

## 2. During the Jan. - Mar. quarter the following actions take place:

Client A - enters employment, and his grant is reduced \$200 to reflect the increase in net non-exempt income.

This action would be reported in the Grant Reduction section on the AFDC-FG line in the Current Quarter column as: 1 case, 4 persons and a grant savings of \$600 ( $\$200 \times 3$ ).

Client B - enters employment and his cash grant is terminated as a result of excess income.

This action would be reported in the Grant Terminations section on the RDP-FG line in the Current Quarter Column as: 1 case, 3 persons and a grant savings of \$2790 ( $930 \times 3$ ).

Client C - is sanctioned for refusing to cooperate and refusing a job offer. The sanction is for three payment months at \$210 per month.

This action would be reported in the Sanctions section, the RCA line in the Current Quarter column as 1 case, 1 person and a grant savings of \$630 ( $\$210 \times 3$ ).

Client D - enters employment and her grant is reduced \$350 to reflect the change in net non-exempt income.

This action would be reported in the Grant Reductions section in the AFDC-U line in the Current Quarter column as 1 case, 3 persons and a grant savings of \$1050 ( $\$350 \times 3$ ).



# REFUGEE RESETTLEMENT PROGRAM QUARTERLY GRANT REDUCTION/ TERMINATION REPORT

Send original and one copy to:

Department of Social Services  
Statistical Services Branch  
744 P Street, M.S. 12-81  
Sacramento, CA 95814

COUNTY <b>Freedom County</b>	CONTRACT NUMBER <b>123456</b>			FOR QUARTER ENDING MONTH DAY YEAR <b>11/30/85</b>				
I. CASES			II. PERSONS			III. DOLLARS		
Current Qtr.	Adjustments	Cumulative	Current Qtr.	Adjustments	Cumulative	Current Qtr.	Adjustments	Cumulative

## PART A. GRANT REDUCTIONS

AID TO FAMILIES WITH DEPENDENT CHILDREN								
Family Groups	1			4			600	
Unemployed	1			3			1050	
REFUGEE DEMONSTRATION PROJECT								
Family Groups								
Unemployed								
REFUGEE CASH ASSISTANCE								
GENERAL ASSISTANCE/ GENERAL RELIEF								

## PART B. GRANT TERMINATIONS

AID TO FAMILIES WITH DEPENDENT CHILDREN								
Family Groups								
Unemployed								
REFUGEE DEMONSTRATION PROJECT								
Family Groups	1			3			2790	
Unemployed								
REFUGEE CASH ASSISTANCE								
GENERAL ASSISTANCE/ GENERAL RELIEF								

## PART C. SANCTIONS

AID TO FAMILIES WITH DEPENDENT CHILDREN								
Family Groups								
Unemployed								
REFUGEE DEMONSTRATION PROJECT								
Family Groups								
Unemployed								
REFUGEE CASH ASSISTANCE	1			1			630	
GENERAL ASSISTANCE/ GENERAL RELIEF								

COMMENTS

REPORT PREPARED BY <b>Print or type person to contact</b>	TELEPHONE NUMBER <b>1801 222-3333</b>	DATE <b>4/15/85</b>
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3. During the Apr.-Jun. quarter the following actions take place:

Client A - receives a pay increase and his grant is again reduced \$100 to reflect the increase in net non-exempt income.

This action would be reported in the Grant Reduction section on the AFDC-FG line in the Adjustment Column as a Plus (+) adjustment of \$300 (\$100 X 3).

Client B - loses his job and reapplies for his cash grant. The previous grant savings must be adjusted to reflect this change.

This action would be reported in the Grant Termination section on the RDP FG line in the Adjustment column as a Minus (-) adjustment of \$2790 (\$930 X 3).

Client C - No change.

Client D - No change.



# REFUGEE RESETTLEMENT PROGRAM QUARTERLY GRANT REDUCTION/ TERMINATION REPORT

Send original and one copy to:

Department of Social Services  
Statistical Services Branch  
744 P Street, M.S. 12-81  
Sacramento, CA 95814

COUNTY <b>Freedom County</b>	CONTRACT NUMBER <b>123456</b>		FOR QUARTER ENDING (MONTH, DAY, YEAR) <b>JUN 30, 1985</b>	
I. CASES			II. PERSONS	
Current Qtr.	Adjustments	Cumulative	Current Qtr.	Adjustments
			III. DOLLARS	
Current Qtr.	Adjustments	Cumulative	Current Qtr.	Adjustments

## PART A. GRANT REDUCTIONS

AID TO FAMILIES WITH DEPENDENT CHILDREN									
Family Groups								300	
Unemployed									
REFUGEE DEMONSTRATION PROJECT									
Family Groups									
Unemployed									
REFUGEE CASH ASSISTANCE									
GENERAL ASSISTANCE/ GENERAL RELIEF									

## PART B. GRANT TERMINATIONS

AID TO FAMILIES WITH DEPENDENT CHILDREN									
Family Groups									
Unemployed									
REFUGEE DEMONSTRATION PROJECT								-2790	
Family Groups									
Unemployed									
REFUGEE CASH ASSISTANCE									
GENERAL ASSISTANCE/ GENERAL RELIEF									

## PART C. SANCTIONS

AID TO FAMILIES WITH DEPENDENT CHILDREN									
Family Groups									
Unemployed									
REFUGEE DEMONSTRATION PROJECT									
Family Groups									
Unemployed									
REFUGEE CASH ASSISTANCE									
GENERAL ASSISTANCE/ GENERAL RELIEF									

COMMENTS

REPORT PREPARED BY

*Print or type person to contact*

TELEPHONE NUMBER

*801-222-3333*

DATE

*7/18/85*



4. During the Jul.-Sept. quarter the following actions take place:

Client A - loses his job and his cash grant is increased to reflect the loss. The grant savings must be adjusted to reflect this change.

This action would be reported in the Grant Reductions section in the AFDC-FG line as a Minus (-) adjustment of -\$900 (\$300 X 3).

Client D - receives a raise and is terminated from cash assistance, this will require that the Grant Reductions and Grant Terminations sections be adjusted to reflect this change.

As a result of this action two adjustments must be made: 1) the Grant Reductions section (AFDC U) must be adjusted to reflect the change; and 2) the Grant Terminations section (AFDC U) must be adjusted to reflect the change in the number of cases, persons and the dollars that are attributable to termination.

The grant reduction adjustment would be reported as a minus (-) \$1050 (\$350 X 3). The grant termination adjustment would be reported in the Current Quarter column as 1 case, 3 persons and a grant savings of \$2025 (\$675 X 3).



# REFUGEE RESETTLEMENT PROGRAM QUARTERLY GRANT REDUCTION/ TERMINATION REPORT

Send original and one copy to:

Department of Social Services  
Statistical Services Branch  
744 P Street, M.S. 12-81  
Sacramento, CA 95814

COUNTY <i>Freedom County</i>	CONTRACT NUMBER <i>123456</i>						FOR QUARTER ENDING (MONTH DAY YEAR) <i>SEP 30, 1988</i>		
I. CASES			II. PERSONS			III. DOLLARS			
Current Qtr.	Adjustments	Cumulative	Current Qtr.	Adjustments	Cumulative	Current Qtr.	Adjustments	Cumulative	

## PART A. GRANT REDUCTIONS

AID TO FAMILIES WITH DEPENDENT CHILDREN										
Family Groups										-900
Unemployed										-1050
REFUGEE DEMONSTRATION PROJECT										
Family Groups										
Unemployed										
REFUGEE CASH ASSISTANCE										
GENERAL ASSISTANCE/ GENERAL RELIEF										

## PART B. GRANT TERMINATIONS

AID TO FAMILIES WITH DEPENDENT CHILDREN										
Family Groups										
Unemployed	1			3					2025	
REFUGEE DEMONSTRATION PROJECT										
Family Groups										
Unemployed										
REFUGEE CASH ASSISTANCE										
GENERAL ASSISTANCE/ GENERAL RELIEF										

## PART C. SANCTIONS

AID TO FAMILIES WITH DEPENDENT CHILDREN										
Family Groups										
Unemployed										
REFUGEE DEMONSTRATION PROJECT										
Family Groups										
Unemployed										
REFUGEE CASH ASSISTANCE										
GENERAL ASSISTANCE/ GENERAL RELIEF										

COMMENTS

REPORT PREPARED BY <i>Print or type person to contact</i>	TELEPHONE NUMBER <i>801 222-3333</i>	DATE <i>10/16/85</i>
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